

Agenda

Chair: Pavi

1 Attendees

- Sean
- Sammy
- Pavi
- Issac
- Ben
- John

2 Apologies

- None

3 Brainstorming on Requirements

4 Prepare draft of SRS document

5 Follow-up on project development

6 Revise roles and responsibilities

7 Client Meeting Preparation

- Decide roles for client meeting
- Draft questions that we want to ask

8 Next meeting

- set time and location

9 Other business

10 Close meeting